

**State of Alabama
Personnel Department**

64 North Union Street
P.O. Box 304100
Montgomery, Alabama 36130-4100
(334) 242-3389
www.personnel.state.al.us

Announcement Date: September 30, 1998

Revised Date: March 01, 2006

Announcement of Continuous Merit System Examination

Archivist - 30430

Annual Rate: \$27,316.80 - \$43,497.60

Department: Archives and History

Location: Montgomery

TYPE OF EXAMINATION

An open-competitive register will be established. The examination consists of a training and experience evaluation and written essay described below. The evaluation of your education and experience as shown on your application and your written essay will comprise 100% of the final grade.

QUALIFICATIONS NEEDED TO APPLY

You need a bachelor's degree from an accredited* college or university in history, political science, government, public administration or a closely related field. You also need two graduate courses in archival administration. A master's degree from an accredited* college or university in one of the areas above or library science including two graduate courses in archival administration is preferable.

If you do not have two graduate courses from an accredited* college or university in archival administration, you need a bachelor's degree in one of the areas above; and one year's professional level experience in archival work and records management in an archival repository. Professional archival work involves records appraisal, arrangement, description, preservation or reference, and access activities.

You must attach to the application: (1) an academic transcript of all college work, (2) the title and a written description of each graduate course you have taken in Archival Administration, and (3) a type-written response in 250 words or less to the following Essay Question: Describe your work experience and/or education and relate how it prepared you for a position in Archives.

NOTE: THOSE APPLICATIONS WITHOUT THE ABOVE REQUIRED DOCUMENTS AND ESSAY WILL NOT BE PROCESSED.

KIND OF WORK

This is entry-level technical and professional work in selecting, preserving and making available for use archival materials pertaining to the State's history.

HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or at any Alabama Employment Service Office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is 334-242-1110. Applications will be accepted until further notice.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

***Please refer to the State Personnel Department web site for complete information on our policy on accepting post-secondary and advanced degrees.**

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.